



# Marathon

## Family Health Team

22 Peninsula Road, Marathon, ON P0T 2E0  
Tel: 807.229.3243 Fax: 807.229.2672

### MFHT BOARD OF DIRECTORS MEETING AGENDA

DATE: March 25, 2026

LOCATION: MFHT - The Open Door: A Space for CARE

TIME: 9:15AM to 11:30AM

**Present:** Michele Lajeunesse\*, Laura Coyle, Eli Orrantia, Lily DeMiglio, Megen Brunskill, Shelly Livingston, Nancy Fitch

**By Invitation:** Melanie Bouchard, Margaret Cousins and Joseph Newing

**Regrets:** Beth Ryan

\*Denotes non-voting member

Agenda Items	Meeting Minutes
<b>1. Opening Items</b>	<p><b>1.1. Check-In</b></p> <p>Check in from participants in attendance.</p> <hr/> <p><b>1.2. Action Item Review</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ML to outline risk to MFHT re: Service Agreements and draft Conflict Resolution Strategy - Ongoing</li> <li><input type="checkbox"/> ML to bring forward a risk analysis related to MFHT becoming the SPO for RAAM and HaCC programs - Ongoing</li> <li><input checked="" type="checkbox"/> ML to revise the Draft Sponsorship &amp; Donation Policy to include redirection of donations to not for profit orgs and include value of gifts policy applies to.</li> <li><input checked="" type="checkbox"/> ML to update the Draft Senior Leadership &amp; Conflict Resolution Policy to include a statement about mediation if a resolution cannot be reached.</li> <li><input checked="" type="checkbox"/> ML to revise the Executive Director Collaboration Protocol to include a provision for mediation of any conflicts that cannot be reached.</li> <li><input checked="" type="checkbox"/> ML to seek legal guidance on Conflict Resolution Policy and Draft Executive Director Collaboration Policy</li> <li><input checked="" type="checkbox"/> ML to revise Draft Home Visit Policy to condense policy and include references and circulate via email to the Board for approval.</li> <li><input checked="" type="checkbox"/> ML to seek clarification regarding external supervision of learners and will report back to the Board via email prior to entering into an affiliation agreement for the prospective learner.</li> <li><input checked="" type="checkbox"/> ML to share Noojmawing Sookatagaing OHT presentation with the Board</li> <li><input checked="" type="checkbox"/> ML to update the Strategic Plan Graphic to include the work 'infrastructure' rather than 'systems' and include images to be tied to strategic directions</li> </ul>



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	<p><input checked="" type="checkbox"/> ML will discuss the Patient Advisory Committee with the Governance Committee to explore opportunities to optimize the committee's use.</p> <p><b>1.3. Approval of Agenda (including Consent Agenda)</b></p> <p>Agenda approved.</p> <p><b>1.4. Declarations of Conflict of Interest</b></p> <p>No conflicts declared.</p>
<p><b>2. Consent Agenda</b></p>	<p><b>2. Consent Agenda</b></p> <p>The following items were included in and approved through the Consent Agenda:</p> <ul style="list-style-type: none"> <li>• January 2026 Meeting Minutes</li> <li>• Executive Director Report</li> <li>• Human Resources Update</li> <li>• Finance Update</li> <li>• 2023-2026 Strategic Plan Report</li> </ul>
<p><b>3. Committee Reports</b></p>	<p><b>3.1. Governance</b></p> <p>The Board received an update on governance matters and reviewed draft policies, including new policies and updates to policies from the previous Board meeting.</p> <p><b>DECISION:</b> Invitation to the physician group to nominate two representatives to join the Board, in order to maintain the current Board composition as two physician Board directors complete their terms. If positions are not able to be filled, look at broadening Board composition to include additional community members as Directors to fill vacant seats.</p> <p><b>DECISION:</b> Dr. Megen Brunskill to extend Board membership for an additional 3- year term.</p> <p><b>DECISION:</b> Sponsorship, Donations &amp; Gift Policy approved.</p> <p><b>DECISION:</b> Senior Leadership Conflict Resolution Policy approved interim until legal review is complete.</p> <p><b>DECISION:</b> Executive Director Collaboration Protocol approved.</p> <p><b>DECISION:</b> Health Workplace Policy and Procedure approved.</p> <p><b>DECISION:</b> Medical Directives and Governance Policy approved.</p> <p><b>3.2. Quality Improvement</b></p>



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	<p>The Board received a quality improvement update from Margaret Cousins, Epidemiologist, who presented the FHT Schedule A Q3 summary, the 2025/2026 Quality Improvement Plan (QIP) summary, and the draft 2026/2027 QIP.</p> <p><b>DECISION:</b> Remove “% of patients reporting they received an appointment on the day they wanted” from the QIP and replace it with a measure related specifically to access for FHT interprofessional healthcare providers.</p> <p>The Board suggested that the email consent form be revised to include clinical use of email (e.g. OCEAN referrals).</p> <p>The Board suggested incorporating storytelling into MFHT’s patient feedback process.</p>
	<p><b>3.3. Information Technology</b></p> <p>The Board received an Information Technology update from Joseph Newing, IT Manager.</p>
<p><b>4. Organizational Updates</b></p>	<p><b>4.1. Programs Update</b></p> <p>The Board received an update on two program opportunities.</p> <p><b>DECISION:</b> Support to proceed with exploring and implementing the transition of the Marathon Diabetes Clinic and the Marathon Stroke Prevention Clinic into the MFHT.</p> <p>The Board emphasized the importance of meaningful engagement with the populations served to ensure diabetes and stroke care is delivered in a culturally safe manner.</p>
	<p><b>4.1. Facility Planning Update</b></p> <p>The Board received an update on potential capital funding opportunities to support the long-term sustainability and future needs of the clinic facility.</p>
<p><b>5. Adjournment</b></p>	<p><b>5. Check out</b></p> <p>Check out from participants in attendance.</p>
<p><b>ACTION ITEMS:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> MB to bring Board physician Board members to Associates for discussion.</li> <li><input type="checkbox"/> ML to direct the QI Committee to review the email consent form.</li> <li><input type="checkbox"/> ML to direct the QI Lead to develop a QIP measure to measure access for FHT staff.</li> <li><input type="checkbox"/> SL to send ML the contact information of a researcher from Laurentian University with expertise in storytelling for quality improvement.</li> </ul>	